



# Developmental Pathways

DEDICATED TO INDIVIDUALS WITH DISABILITIES

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[www.developmentalpathways.org](http://www.developmentalpathways.org)

John E. Meeker – Executive Director

December 20, 2010

Dear SLS/CES Vendors:

We would like to inform you of another billing change that will go into effect January 1, 2011. Previously, we have asked you to submit a revised bill or correction on the Billing Record that is on our website. This Billing Record will no longer be available on the website. We will be providing a new form, called an "Amended MSR."

We are instituting the new back-bill/revised process as follows:

- If you have corrections and/or new billings for prior months, then please call the MSR hotline at 303-858-2203 or e-mail us at [msr@developmentalpathways.org](mailto:msr@developmentalpathways.org) to request an Amended MSR.
- The E-mail or phone message must contain the following information:
  - Provider Code
  - Provider Name
  - Month-Year requiring the Amended MSR
  - Program (SLS Medicaid, SLS STATE, or CES)
  - You can indicate the client/service being amended, but we do not need to have this in the initial request.
  - Pathways will send out the Amended MSR for that month along with instructions on how to complete it.

## IMPORTANT

**In addition to the normal 4% processing fee, there will be an additional fee of \$20 per line item. This refers to \$20 multiplied by the number of client-service rows on the Amended MSR.**

We realize change is always difficult, and as we come to the close of another year, we would like to thank you for all your patience during our new billing process. We will continue to inform you of any changes.

We wish you and your family a Happy New Year!

Thank you,

Developmental Pathways, Inc

## Websites and Phone Numbers

Checks are mailed the 4<sup>th</sup> Thursday of the month if submitted by the 3<sup>rd</sup> business day. We are closed on Fridays so that is not counted as a business day. Please allow 6 days to receive your check by mail before calling us.

1. **MSR Question Line: 303-858-2203**
2. All Provider Notes need to be routed to [providernotes@developmentalpathways.org](mailto:providernotes@developmentalpathways.org) or faxed to: 303-858-2084.
3. Billing Hotline: **303-858-2125** for any billing questions about invoices that are 30 days past-due.
4. Comprehensive Services Billing: [waiverbilling@developmentalpathways.org](mailto:waiverbilling@developmentalpathways.org)